EASTERN MENNONITE UNIVERSITY

BILL TO:
Eastern Mennonite University
Attn: Accounts Payable
1200 Park Road
Harrisonburg, VA 22802-2462
Phone: (540) 432-4113 Fax: (540) 432-4444
Accounts Payable (540) 432-4113/432-4583

Use Virginia Tax Exempt #0010801729-E

PURCHASE ORDER

NUMBER_____
Order not valid unless numbered above. Order number must appear on all invoices, packages, shipping papers and correspondence.

VENDOR NAME AND ADDRESS:

_____
_____
_____
_____

SHIP TO: EMU

ATTENTION OF _____
(Department or name)

ORDER DATE: _____

DELIVERY DATE REQUIRED BY:

_____

Date Rec'd	Qty. Type	Cat. No.	Description	Account Number	Unit Price	Amount

TOTAL OF ORDER _____

☐ **Check here if order has been phoned in. Date:** _____

☐ **Check here if vendor does not require a copy of this purchase order.**

Department Making Request: _____

Department Approval: _____

Division Head Approval (if over $500): _____

Merchandise received by: _____

AUTHORIZATION OF ORDER:

_____
Purchasing Agent

White - Original
Yellow - Receiving
Pink - Business Office